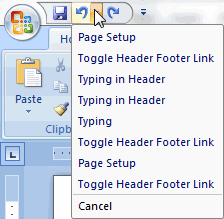
**Headers and Section Breaks**

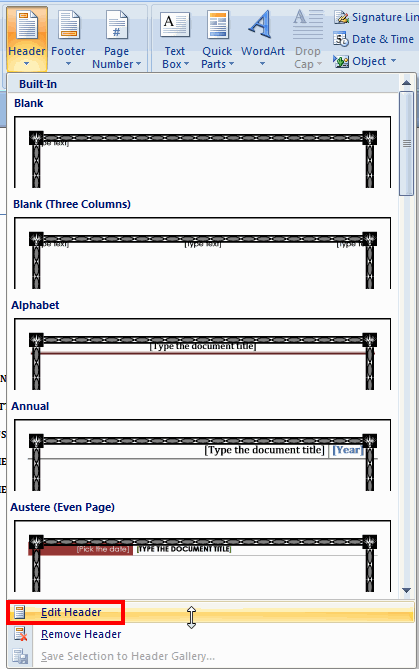
Inserting different headers into different section can be a bit tricky. Before you begin, don't forget the Undo feature in Microsoft Word. The Undo icon is at the very top of Word, on the Quick Access Toolbar, which is just to the right of the round Office button in Word 2007:

Undo

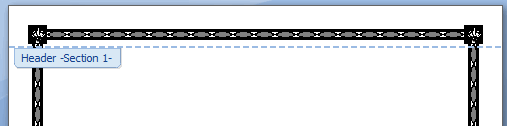
When you can click the little arrow to reveal a dropdown menu. This allows you to undo several steps at once:



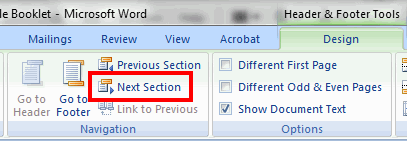
Click anywhere on your cover page to move your cursor into section 1. Now select the **Insert** tab at the top of Word. Locate the **Header & Footer** panel. Click on **Header**, then the **Edit Header** item from the menu:



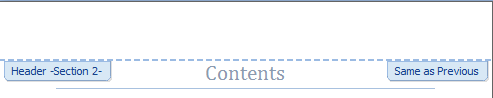
When you click on Edit Header, you'll jump to the Header section on the cover page:



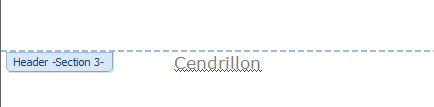
Notice, too, that a new tab appears at the top of Word, the **Design** tab. Locate the **Navigation** panel, and click **Next Section**:



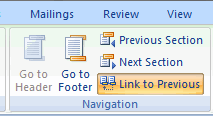
When you click Next Section, you cursor will jump to the header on the second page, which is Section 2:



Again, click Next Section on the Navigation panel because you don't want a header on the contents page. Your cursor will jump to page 3, which is Section 3:

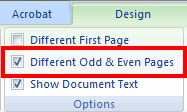


Notice that it says "Same as Previous" on the right of the header. This means the same formatting as the header in the previous section. You don't want this. So have a look at the Navigation panel and you'll see that "Link to Previous" is lit up:

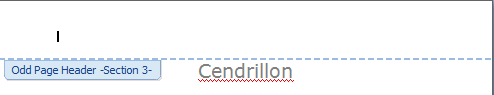


Click this button to deselect it.

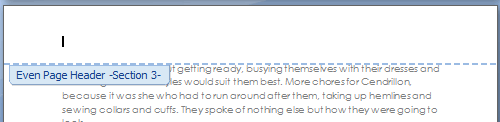
You want different headers on the odd and even pages, so locate the **Options** panel (to the right of the Navigation panel). Select the item "Different Odd & Even Pages":



Make sure that "Link to Previous" is still deselected. The Header on page 3 will then look like this:

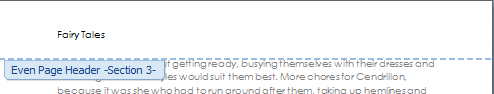


You don't want any header on pages that have a title, so click the Next Section item on the Navigation panel. This will jump you to page 4 of your document:



Again, Same as Previous is showing on the right of the header. You want a new header here, so deselect Link to Previous on the Navigation panel. You will know it is deselected if it does not appear with a yellow highlight. (It's important to do this before typing anything into the header, otherwise you'll have text in headers where you don't want it.)

Now type the words **Fairy Tales** into the header:



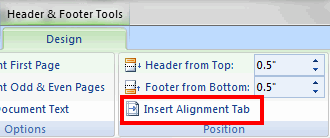
The text Fairy Tales will now appear on all the even pages of your document.

Click the Next Section button in the Navigation panel to jump to the Odd Page Header:

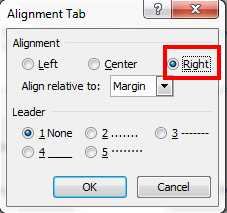


Again, you don't want Same as Previous, so deselect Link to Previous in the Navigation panel.

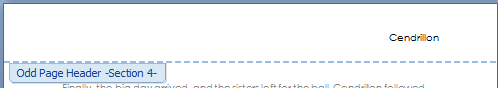
You'll right-align the headers in the odd page section. To do that, locate the **Position** panel. Click the **Insert Alignment Tab**:



The alignment tab dialog box will appear. Select **Right**, and click OK.

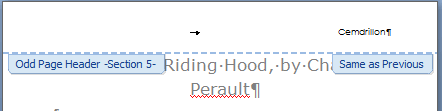


Now type the name of the story, which is Cendrillon:



As you can see, the text in the header is now right-aligned.

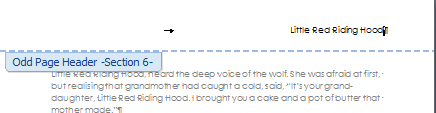
Click the Next Section button on the Navigation panel to jump to your second story, Little Red Riding Hood:



The problem here is that it has the title Cendrillon in the header. To solve the problem, deselect Link to Previous in the Navigation panel. Now delete the text Cendrillon.

Again, you don't want any header on this page because it is one with a story title. So click the Next Section button. Your cursor will be flashing at the start of Fairy Tales on the next page. This is OK the way it is, so click Next Section again.

Deselect Link to Previous again. Now repeat the process for right-alignment, and then type Little Red Riding Hood. Your header will then look like this:



Click inside the Header on the page where your Puss in Boots title is. Deselect Link to Previous. Delete all the text from this header.

Click Next Section twice and then, again, deselect Link to Previous. Right-align, and type Puss in Boots.

Click Next Section and your cursor should be flashing in the header where you have your The Ant and Grasshopper title. It will say "Fairy Tales". You don't want this, so deselect Link to Previous. Now delete the text.

Click the Next Section button again, and your cursor will be flashing in the header where you have your The Crow and Fox title. Deselect Link to Previous and delete the text Puss in Boots.

Click the Close button to return to normal:

